



**CITY OF REDMOND**  
**APPLICATION REQUIREMENTS FOR:**  
**SPECIAL USE PERMIT**  
**ACCESSORY DWELLING UNIT**

**An appointment must be scheduled to submit your application to the Development Services Center. Please call 425-556-2494 to schedule your appointment. Applications delivered by courier or by mail will not be accepted. Failure to include all items will result in the application being deemed incomplete and will not be reviewed until complete.**

Did this project have a Pre-Application meeting with the Technical Committee? Y N If Yes, what was the most recent pre-app date? \_\_\_\_\_ What was the file # of the pre-app? \_\_\_\_\_

Did this project have a Pre-Application meeting with the Design Review Board? Y N If Yes, what was the most recent pre-app date? \_\_\_\_\_ What was the file # of the pre-app? \_\_\_\_\_

**Please note** that the submittal requirements below may change periodically. These submittal requirements are dated **June, 2006**.

**I. APPLICABILITY**

Applications for Special Use Permit/Accessory Dwelling Unit (as defined in Section 20C.30.35) must submit the following information as described below.

**II. PROFESSIONAL PREPARATION**

Special Use Permit/Accessory Dwelling Unit applications may need to be prepared professionally. This determination will occur either during a pre-application conference or when the Technical Committee has reviewed the application for completeness.

**III. GENERAL**

*The applicant shall check each item below and note the applicable page # to confirm these items are included in the application submittal package:*

- \_\_\_ A. Completed General Application Form and Project Contact Form
- \_\_\_ B. Application Fees (please provide receipts from Technical Committee pre-application meetings in order to determine the Pre-Application meeting credit)
- \_\_\_ C. Vicinity map (suitable for public notice purposes) with labeled streets and north arrow on 8 1/2" x 11 sheet of paper
- \_\_\_ D. Legal description and King County Tax Assessment Number for the property
- \_\_\_ E. A completed SEPA Application Form
- \_\_\_ F. A completed SEPA/CAO Fee Worksheet
- \_\_\_ G. Evidence of ownership (copy of title or tax statement) and evidence of legal residence (copy of voter registration, vehicle registration, or similar means).

\_\_\_H. 10 (ten) copies of a site plan, labeled "Site Plan" (prepared by an Architect certified in the State of Washington if valuation is over \$50,000) sheet size 22" x 34" or smaller, drawn to 1" = 20' scale, showing the following information:

1. Location of property lines. Page #\_\_\_
2. Location and dimensions of the primary unit and proposed ADU. Page #\_\_\_
3. Exterior building elevation changes, if any, to primary dwelling and/or detached structure, and location of parking to serve accessory unit. Page #\_\_\_
4. Floor plan(s) of structure within which the ADU is proposed. Page #\_\_\_
5. Location of any structures (and their uses) within 50 feet of subject property. Page #\_\_\_
6. Location of any Sensitive Areas (as defined in Section 20C.40 of the Redmond Community Development Guide) on the subject property. Page #\_\_\_
7. Location, and species of existing trees 6 inches or greater (in diameter measured 4 1/2' feet above grade) on and within 15 feet of the subject property, together with notations as to which trees are proposed for removal. Page #\_\_\_
8. Distances between existing and proposed structures. Page #\_\_\_
9. Location of nearest fire hydrant. Page #\_\_\_
10. Location of proposed and existing utilities and utility easements. Page #\_\_\_
11. Location of all off street parking spaces located on the site (with notation as to whether within garage, carport, driveway etc). Page #\_\_\_
12. If the project is located within a floodplain, you must provide the Base Flood Elevation. Page #\_\_\_

\_\_\_I. One (1) 8 1/2" x 11" reduced site plan suitable for public notice purposes.

\_\_\_J. Affidavit of ownership/occupancy and parking status (see attached affidavit).

\_\_\_K. Accessory Dwelling Unit Permit worksheet (see attached worksheet)

**Please Note: Engineering plans may be required based on the extent of required street and utility improvements necessary.**

NOTE: Approval of the Accessory Dwelling Unit Permit does not exempt the proposal from any covenant, condition or restriction that may be in effect at the time of issuance. It is the owner's responsibility to comply with any CC & R's;

## **AFFIDAVIT OF OWNER - OCCUPANCY AND ON-SITE PARKING**

I understand that for the purposes of establishing an accessory dwelling unit in the City of Redmond the single family dwelling in which such a unit is created must be owner-occupied, per Section 20C.30.35-030(5) of the Redmond Community Development Guide.

Owner occupancy is defined as a property owner, as reflected in title records, who makes his or her legal residence at the site, as evidenced by voter registration, vehicle registration, or similar means, and actually resides at the site more than nine months out of any given year.

Also, Section 20C.30.35-030(6) Parking - stipulates that the dwelling in which the accessory dwelling unit is provided shall have adequate off-street parking, in addition to that which is required for the single family dwelling. One additional off-street parking space must be provided for the accessory dwelling unit. Off-street parking includes private garages, carports, or off-street areas reserved for vehicles.

I hereby acknowledge compliance with the owner-occupancy and parking provisions of the Redmond Community Development Guide, Section 20C.30.35 Accessory Dwelling Units.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

20C.30.35-040 Penalty for Violations - In addition to all other penalties provided elsewhere in the Redmond Municipal Code and Community Development Guide, each owner of a structure who maintains or permits an accessory unit therein in violation of any provision of this Section 20C.30.35, shall be subject to a civil penalty in the amount of One Hundred Dollars (\$100) per day, for each day the violation is allowed to persist after receiving notice thereof from the Code Administrator.

## ACCESSORY DWELLING UNIT PERMIT WORKSHEET

(to be filled out by applicant)

Please provide the following information in the spaces provided. If the information requested is not applicable, state "Not Applicable" next to that item. Every question must be answered in order for the application to be deemed complete.

1. The proposed accessory dwelling unit will be: (circle appropriate answer)
  - a. located within the primary dwelling unit
  - b. located within a detached structure on the same lot as that of the primary dwelling unit
  - c. located within a detached garage structure on the same lot as that of the primary dwelling unit
2. What is the total size, in square feet of the primary dwelling unit? \_\_\_\_\_
3. What is the total size, in square feet, of the proposed ADU (not including any proposed garage area if within a detached structure)? \_\_\_\_\_
4. If the ADU is located in a structure which does not include the primary housing unit, please demonstrate through a calculation that the total square footage of the ADU does not exceed the lesser of (i) 1,000 square feet or (ii) 40 percent of the total square footage of the primary dwelling unit and the accessory dwelling unit combined, excluding any garage area.
5. If the proposed ADU will be located above, or within a detached garage structure, please provide the square footage of the garage area **only**. \_\_\_\_\_
6. Are there any interior or exterior modifications proposed to the primary dwelling unit (or to the detached structure, if applicable)? Yes    No    If so, please describe. (Attach separate page if necessary.)
7. Number of existing off-street parking spaces (not including driveway area in front of a garage) \_\_\_\_\_
8. Number of proposed off-street parking spaces \_\_\_\_\_
9. Total existing square footage of structure coverage on site \_\_\_\_\_
10. Total proposed square footage of structure coverage on site. \_\_\_\_\_
11. Are there any modifications to existing codes or regulations being sought for this proposal? If so, please describe.